

LEGAL PROCESSING SUPERVISOR I

DEFINITION

Under direction, acts as a first line supervisor over an operational unit or document processing section, small court-wide function or a small unit of multiple document processing functions; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Legal Processing Supervisor II class in that the latter is responsible for first line supervision of courtroom support staff or is a second line supervisor within a document processing section.

ESSENTIAL FUNCTIONS

1. Plans, organizes, coordinates, assigns and evaluates the staff within the unit; participates in selection and discipline; approves leave time and pay cards; trains staff in work unit assignments; participates as a trainer for court-related training programs.
2. Reviews reports, error lists, and the work of others making or overseeing the necessary corrections; ensures time deadlines are met for all work unit activities.
3. Reviews and resolves complex work unit issues, complaints or problems that may require research or compiling information; researches case` histories and codes as needed by judges or other court staff.
4. Confers with supervisors, managers and/or judges to determine needed changes in policies/procedures and future needs; implements changes within the work unit.
5. Acts as liaison between the court, attorneys, officials, other court personnel and the public; confers with judges, attorneys and law enforcement representatives on matters that involve coordination of people and/or process; works with computer support personnel to resolve problems.
6. Prepares or supervises the preparation of statistical and program status reports; collects data and assists in budget preparation.

7. Provides vacation and temporary relief for subordinates, peers and superiors as required.
8. Serves on court-wide committees; participates in the writing of operational and procedural manuals.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Three years of increasingly responsible and varied technical Court experience and some lead or supervisory experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level courses in business or public administration, criminal justice or related field can substitute for a maximum of two years of experience. Specific education and experience related to the work of the section may be required.

Knowledge of (As related to assigned unit)

California codes, ordinances, laws, regulations, procedures and policies; operations, timetables, jurisdiction of the Court; courtroom practices and procedures; documents and terminology related to civil/small claims/criminal/traffic/probate/family law, and juvenile cases; computer and record systems of the Court; technical resource materials and information sources applicable to the area of assignment; principles and practices of supervision and training; office practices and procedures; spreadsheet and database application software.

Ability to

Supervise the work of assigned section; review and analyze problems; implement changes to work procedures; understand, explain and apply specific statutes, codes, laws, and procedures; maintain complex legal records; locate, identify and correct technical inaccuracies; prepare statistical reports.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 6/02